

## **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 92-06**

**OPEN TO:** Appointment Eligible Family Members (AEFMs) – All Agencies

**POSITION:** CLO Coordinator, FP-6 (Full performance level)\* - two openings

**LENGTH OF APPOINTMENT:** 24 months FMA appointment, incumbent may reapply

**OPENING DATE / CLOSING DATE:** Open until filled

**WORK HOURS:** Part-time; 20 hours/week or split hours 20/20

**SALARY:** \*EFM US \$35,265 p.a. (Starting salary, if appointed at FP-06)  
(Final Grade: to be determined by Washington)

**NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A US CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.**

The U.S. Embassy in Skopje is seeking an Eligible Family Member (EFM) for employment in country for the position of **Community Liaison Office Coordinator (CLO) in the Management Office.**

### **BASIC FUNCTION OF POSITION**

The CLO works with U. S personnel and their family members to maintain high morale in the mission. The CLO is responsible for orientation and the management of the post sponsorship program. A significant amount of CLO duties include: event planning, coordinating cultural and social opportunities for the community. Additional responsibilities include the publication of the communities' local weekly newsletter. The CLO also serves as a primary point of contact for family member employment. There are other areas of CLO responsibility these include: crisis management and security liaison, education liaison, information and resource management, guidance and referral. The CLO is responsible for writing the CLO Activity Report, which goes to Family Liaison Office (FLO) twice a year. The incumbent will maintain the Resource Center Information library in the CLO Office. The Management Officer supervises the Community Liaison Officer.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. Bachelor's Degree plus one year of professional or relevant experience, or in lieu of Degree, 1 year of college = 1 year of experience or 5 years of full-time professional or semi-professional work experience is required. Part-time experience is pro-rated. In other words, 1 year of part-time at 20 hours per week is the equivalent of 6 months of full-time work experience.
2. Fluent knowledge of English is required (ability to communicate, orally and in writing).
3. The applicant must be a U.S. citizen, eligible to obtain a Top Secret security clearance, and the dependent of a U.S. Government employee assigned to post and under Chief of Mission authority.
4. Candidates must possess a record of experience functioning in an environment of varied clientele as well as a broad range of administrative duties.
5. Candidates should demonstrate strong self-motivation and the ability to perform multiple tasks simultaneously. Experience in event planning is a requirement.

## **SELECTION CRITERIA**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **CONDITIONS OF APPOINTMENT**

Appointment is at the FP-06. If the selectee does not qualify at the FP-06 level, he/she may be selected and brought on board at a lower grade level and then receive an upgrade after one year. It is the FLO office that makes the grade determination for all CLOs based on education and experience. Selectee may serve for a two-year period (provided performance is satisfactory) and upon completion of the 2 years, the position will be re-advertised and the incumbent may reapply.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule
5. The candidate must be able to obtain and hold a TOP SECRET security clearance.

### **TO APPLY**

Interested candidates for this position should submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment OF-612 or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

Human Resources Office  
Attention: Anna Kosinska, Human Resources Officer  
American Embassy Skopje, Blvd. Ilinden bb, 1000 Skopje, Macedonia  
E-mail: ApplicationS@state.gov

### **POINT OF CONTACT**

Name: Anna Kosinska  
Telephone: 389-2-3116-180 # 6178  
FAX: 389-2-3117-103

### **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:  
  
--US citizen;

--Spouse or dependent who is at least age 18;

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

**CLOSING DATE FOR THIS POSITION: Open until filled**

The US Mission in Macedonia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.